



# HONORARY DESIGNATION REQUEST

Information Technology – GIS Division

## Honorary Road Naming - General Guidelines

The Honorary Road Name Sign Program allows citizens the opportunity to honor people that have made significant contributions to the Augusta Richmond County community. The program is administered by the GIS Department. Honorary road names will be displayed for a ten (10) year period. The sign will be given to the respected party that applied for the naming unless renewed. Road designations will be determined on a case by case basis. A completed application, a non-refundable application fee of \$250 and administrative fees (for sign manufacturing and installation) must be submitted prior to approval.

## **Naming Criteria**

Honorary road name designations should be limited to individuals, organizations, entities, and events that meet at least one of the criteria below:

- Cultural impact
- Historical impact
- Humanitarian efforts
- Significant lineage
- Distinguished career
- A living individual (only if initiated by an Augusta Commissioner or employee)

The requested location for the honorary road designation must have a geographical affiliation to the honoree; i.e. the honoree lived or worked in the area requested for recognition.

## **The Process**

- Complete an Honorary Road Naming Application. Individual letters of support are encouraged and should be included
- Submit to GIS Department review to ensure criteria are met and fee verification
- If approved & fees received, the application is returned to the applicant for a signature from at least one of the Commissioners; both are recommended
  - \*If the requested designation crosses more than 1 commission or super commission district, the applicant should seek signature from the Commissioner for the majority of the road
- After approval by one or both of the Commissioners, the application should be returned to GIS in preparation for Committee approval
- The GIS Department will advertise the honorary designation request at the requested site for public input at the Committee meeting
- If approved by the Committee, final approval is granted by the Augusta Commission

Upon final Commission approval, the GIS Department will implement the honorary road name designation. Honorary names will be for a ten (10) year period and will be eligible for renewal. All renewals will be handled like new requests with all applicable rules and fees in effect at that time. There will only be one designation per location. Honorary designations will be for the entire road. Signs will only be placed at the point of beginning and point of ending. Additional signs can be purchased.

The GIS Department does not provide staff to assist in planning, public notification or use of Government equipment for dedication ceremonies of honorary roads. Ceremonies can be planned by the requestor by obtaining the necessary permits and scheduling with the Mayor, Commissioners or staff they would like to attend. There will be a limit of ten (10) designations per calendar year.

## Public Hearing and the Augusta Commission

The GIS Department will post signs at/or nearby the requested honorary designation advising the community of the request that will go before the Committee. This will be primary method of informing the general public of the surrounding community to voice any concerns to the Committee.

## Sign Installation

If the honorary designation request is approved, the Augusta Traffic Engineering Department is notified after the Ordinance has been signed by the Mayor and recorded by the City Clerk. The Traffic Engineering Department will begin placing the road signs of the designation at the point of beginning and point of ending.

**Augusta Richmond County Government  
Information Technology Department • GIS Division**

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[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)



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### APPLICANT INFORMATION

Date: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Applicant: \_\_\_\_\_ ☐ Owner ☐ Other Email/Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### REQUEST INFORMATION

Type of Honorary Request: \_\_\_\_\_ Ownership: \_\_\_\_\_ Name of Honoree: \_\_\_\_\_  
☐ Road ☐ Public  
☐ Private Location: \_\_\_\_\_  
☐ State

### REASON FOR PROPOSED REQUEST

Please select the category that would best apply and provide a brief explanation that applies to the honoree of their impact on a local, state or national level. Not all criteria will be applicable with each request. Additional information including letters, signatures, documents etc. can be attached with the application.

Category of Request:

☐ Cultural ☐ Historical ☐ Humanitarian ☐ Significant Lineage ☐ Distinguished Career ☐ Living Individual

### GEOGRAPHIC AFFILIATION

Please provide a brief explanation of the relationship between the area of the requested honorary designation and the honoree's impact.

### OFFICIAL USE ONLY

#### Signatures of Approval

Additional Comments \_\_\_\_\_

Comm \_\_\_\_: \_\_\_\_\_

Sign Description \_\_\_\_\_

Comm \_\_\_\_: \_\_\_\_\_

# of signs \_\_\_\_\_ Recommendation: ☐ Approve ☐ Deny

IT-GIS: \_\_\_\_\_

Augusta Richmond County Government

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#### Fees

Date Received: \_\_\_\_\_

☐ Application: \$250

☐ Administrative: Signs: \_\_\_\_ @ \_\_\_\_: \$ \_\_\_\_

☐ Administrative: Signs: \_\_\_\_ @ \_\_\_\_: \$ \_\_\_\_

Total: \$ \_\_\_\_